



*American Embassy
Chanakyapuri
New Delhi-110021
Phone No. 91-11-24198728
Fax No. 91-11-24198278*

January 16 , 2013

Dear Sir/Madam:

Subject: Request for Quotations number S-IN650-13-Q-0009 for providing assistance services "for the selection of candidates for the 2013 Epidemic Intelligence service Program"

Enclosed is a Request for Quotations (RFQ) for providing assistance services "for the selection of candidates for the 2013 Epidemic Intelligence service Program" to American Embassy, New Delhi, India. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it with contracting officer at – newdelhibids@state.gov . Quotations not complying with the requirements specified in Section 3 may be deemed as incomplete and may be excluded from further consideration.

Your quotation must be submitted electronically by email with the subject line "Solicitation for providing assistance services for the selection of candidates for the 2013 Epidemic Intelligence service Program" to newdelhibids@state.gov on or before 1200 noon (New Delhi time) on January 30, 2013. Please do not forward your quotations via courier. Quotations received after the due date and time shall be dealt with in accordance with the procedures in FAR provision 52.212-1(f).

In order for a quotation to be considered, you must also complete and submit the following:

1. The covering SF-1449 form (Blocks 12, 17, 24 and 30). Blocks 23 and 24 should list the total value of the quote.
2. Section 1, Block 23
3. All additional information as required in Section 3 – Solicitation Provisions. Instructions to Offerors.
4. Section 5, Representations and Certifications; complete the appropriate certifications and representations.

Please note that the Government shall reject proposals that do not contain the above information, or are otherwise incomplete. Except for the concerned Sections of the solicitation, please do not send the entire copy of this solicitation along with your quotation.

The Embassy intends to award the contract to the lowest priced, technically acceptable offeror/quoter, who is a responsible contractor (See Section 4 on Evaluation Factors). We intend to award a contract order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

Question concerning this solicitation should be sent vedij@state.gov in the question form attached with solicitation document on or before 1000 hours, January 23, 2013.

Sincerely,

A handwritten signature in black ink, appearing to read "Steven M. Kenoyer". The signature is fluid and cursive, with the first name "Steven" and last name "Kenoyer" clearly distinguishable.

Steven M. Kenoyer
Contracting Officer